CBS Manager Meeting Minutes

Name of group holding the meeting: CBS Managers

Who called the meeting: Bob Bair

Date: 1/13/05
Time: 10:45
Place: NIST

Attendees:

Bob Bair	(OFM)
John Sansing	
Myrian Myer	
Patricia Jackson	
Bill Starr	
Doug Day	(NIST)
Teresa Coppolino	
Wende Wiles	
Scott Montgomery	
Ted Wolfgang	(NOAA)
Bill Holdsworth	
Jim Aikman	(Census)
Avis Merkl	
Ghee Tara	(EDA)

Key issues or topics addressed:

PMA – Getting to Green: OMB gave DoC a green on financial management. The OFM documented and integrated accomplishments. OMB asked OFM to collect some additional information on decennial census planning and acquisition management

Financial Systems Integration: JFMIP has been transition to OMB's Office of Federal Financial Management (OFFM), with Wayne Leiss as the chair.   OFFM has the goal of reducing the cost of software certification. It currently costs between $2-$4 million to conduct the test. The DOC does not plan to work towards a financial line of business until after the 2010 Census.

Central Contractor Registry/CSTARS: The CSC delivered the CCR code but is still awaiting some minor updates. The CSC is currently doing integration testing of CCR/CSTARS/CFS and testing should be completed by 1/21/05. Functional testing will begin as soon as integration testing is completed and the planned release date to the bureaus is around 3/1/05. The CSC is building the roll-out strategy and there will be intensive planning activities in February. The CSC will deliver the CCR enhancement for handling duplicate vendors next week.

NOAA Concerns – CCR code issues and use of CCR system may affect CSTARS roll-out.

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Software Releases after CSTARS:

- 224 Product
- Prior Year
- Trial Table
- Budget Execution
- Maintenance releases

Web Migration Business Case: The CSC is finishing up the write-up and plans to meet with bureaus at the end of January to go over the assumptions. In February, we will address different approaches and present a recommended approach. The contractor needs CBS user estimates.

Action Item – Bill Starr will work with CBS managers to get estimates.

Financial Management Business Case: Data collection should be completed by January 25th. Paula Copeland will work with the contractor to scrub the data and do analysis at the DoC level. The contractor will then benchmark DoC against comparable organizations and world class companies.

ETB: ETB will be done in phases

- Phase I – Put new structure in place in FY 2005. This should have no impact on the system.
- Phase II – Implement centralized posting.
- Phase III – Turn on new data elements.

The CSC is looking at ways to make this a simple process. The functional requirements document is due next week and we will get it to the bureaus for review and comments.

Reimbursable Agreements Upgrade:

Phase I – Taking care of the easy fixes (low hanging fruit). ARs are in maintenance and the work on them is on schedule.

Phase II – Update WIP process to update costs. Requirements will be documented this FY.

Budget Execution: The requirements document is at the bureaus for final sign-off. The code will be ready for roll-out this FY.

NIST MOU – Updating 224:   NOAA issues are being discussed. The roll-out date will be determined after NOAA's issues are identified and the work needed to address the issues is scoped out.

CRS: The CSC will develop a Secretarial view, which means simplifying the views. The CRS will still retain the other views for current users. Once requirements are finalized, the CSC will work on the data warehouse extract modifications.

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Rescission: The CSC took a $113,000 cut in its FY 2005 budget. CSC managers are monitoring the budget closely and will assess the impact of the budget on plans to deliver software products and services.

CBS Portal: Planning for the CBS portal is on schedule and the group is looking at 4 alternatives. The group is making sure the alternatives are synchronized with DoC standards. The group expects a consensus on the recommended alternative.

Other Business System Budget Deconstruction: All the bureaus provided data for the 6 other business systems. Bill Starr will be merging the data and setting up a meeting to discuss differences between the bureau numbers.

CSC Systems Support Division (SSD): Gordon Alston will serve as SSD Director from March through September. SSD is also hiring new staff with federal financial and systems experience.

OFM Customer Survey: OFM is analyzing the results from the survey. For the CSC, the main areas where we need improvement are: software testing and documentation. The CSC is putting plans together to improve our performance and measure improvement.

Action Item – Bill Starr will get OFM customer survey results to bureaus.

Other Items:

Census: Having a data warehouse problem. Census may not be in sync with CSC software releases and this may have caused the problem. Bureaus will need to rebaseline periodically to ensure they are up-to-date with CSC ware versions.

E-Travel: EDS is the selected vendor and according to them, they plan to roll out the system this FY. EDS is building the interface. We have the "as is" design for the interface. We need to assess the ability and develop a plan to roll out the system. The CSC has concerns about rolling out this FY as we do not know EDS's or OAS's assumptions.

Issue: Who is paying for E-Travel conversion?

ITA: CSC/NIST have developed cost estimates to convert and support ITA. The CSC also has identified what changes need to be made to the system to support ITA. ITA is also going outt with an RFP to certified vendors and asking for commercial solutions.

Action Items

1. Bill Starr will work with CBS managers to get CBS user estimates.
2. Bill Starr will send out CSC customer survey results to bureaus.

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<u>Dates of Next CBS Manager Meetings will be:</u>

February 10th – CSC
March 10th – Census
April 14th – NOAA
May 12th – EDA
June 9th – NIST
July 14th – CSC
August 11th - Census